



Missouri Department of Elementary and Secondary Education

— *Making a positive difference through education and service* —

February 2006

TO: School Administrators

FROM: Tom Quinn

RE: State School Plant Support Service Workshop - [Pre-enrollment form](#).

The custodial workshops have been scheduled as follows:

<u>BRANSON</u> June 7, 8 & 9 Branson (New) High School 935 Buchanan Road	<u>GRAIN VALLEY</u> June 14, 15 & 16 Matthews Elementary 144 McQuerry Road
<u>JEFFERSON CITY</u> June 21, 22 & 23 Lewis and Clark Middle School 325 Lewis & Clark Drive	<u>FRANCIS HOWELL R-III</u> June 28, 29 & 30 Saeger Middle School 5201 Highway N
<u>POPLAR BLUFF R-I</u> July 5, 6 & 7 Poplar Bluff High School 1300 Victory Lane	

The Missouri Department of Elementary and Secondary Education, in cooperation with the Missouri School Plant Managers Association have scheduled five school plant support service workshops for 2006. Each workshop will be in session a total of three days, eight hours per day.

In order to have adequate staff and instructional materials available, it is necessary that we know as near as possible the exact number of people from your district who will be attending a workshop. It is essential that the pre-enrollment form show the course in which your staff will be enrolled. Because of the funding requirements, we must have at least (10) persons enrolled in a class before it can be offered, i.e., Housekeeping, Maintenance and Repair, Heating-Ventilation-Air Conditioning, and Supervision of Support Services (*supervisory level people only*).

The attached form should be completed and returned as soon as possible to the appropriate workshop coordinator.

Attachment.